

Mon	Tue	Wed	Thu	Fri
		1 Semi-Monthly Employee Pay Day Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 11/10 Wage Pay Day Cycle 1 10/15 - 10/28 Cycle 2 10/16 - 10/29 Cycle 3 10/13 - 10/26	2 Submit October BES Premium Reward Discrepancy Report (PM4405) dated 11/1 required for October Health Care Reconciliation	3 Semi-Monthly Salaried Payroll Paperwork Deadline 10/25 - 11/9 PMIS Update Deadline 10/25-11/9
6 Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 11/10 Pay Date	7 Bi-Weekly Wage Payroll Certification Deadline for 11/10 Wage Pay Day Cycle 1 10/15 - 10/28 Cycle 2 10/16 - 10/29 Cycle 3 10/13 - 10/26	8 Notify PSB of any PMIS Changes affecting 10/25-11/9 Classified Pay Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	9 Semi-Monthly Payroll Certification Deadline 10/25-11/9 CIPPS Leave Paperwork Deadline - 10/25-11/9	10 Veterans Day Holiday Bi-Weekly Wage Employee Pay Day
13	14 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay	15 CIPPS Leave Keying Deadline - 10/25-11/9 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 11/24 Pay Day Cycle 1 10/29 - 11/11 Cycle 2 10/30 - 11/12 Cycle 3 10/27 - 11/9	16 Semi-Monthly Employee Pay Day Semi-Monthly Salaried Payroll Paperwork Deadline 11/10 - 11/24 PMIS Update Deadline 11/10-11/24	17
20 Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 11/24 Pay Date	21 Bi-Weekly Wage Payroll Certification Deadline for 11/24 Pay Day Cycle 1 10/29 - 11/11 Cycle 2 10/30 - 11/12 Cycle 3 10/27 - 11/9	22 Notify PSB of any PMIS Changes affecting 11/10-11/24 Classified Pay Thanksgiving Holiday (Files Close at Noon) Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	23 Thanksgiving Holiday	24 Thanksgiving Holiday Bi-Weekly Wage Employee Pay Day
27 Semi-Monthly Payroll Certification Deadline 11/10-11/24 CIPPS Leave Paperwork Deadline 11/10-11/24	28	29 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 12/8 Pay Day Cycle 1 11/12 - 11/25 Cycle 2 11/13 - 11/26 Cycle 3 11/10 - 11/23	30 CIPPS Leave Keying Deadline - 11/10 - 11/24 October Healthcare Certification Due	

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1	123, 129, 132, 140, 147, 148, 154, 156, 157, 161, 165, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
Cycle 2	133, 136, 141, 143, 201, 241, 848
Cycle 3	127, 146, 181, 199, 239, 403, 405, 411, 942